**DPI NGO RELATIONS**

**Application**

[**https://outreach.un.org/ngorelations/content/application**](https://outreach.un.org/ngorelations/content/application)

*Before your start the application process, please ensure that you have all the required documentation.*

**How do we apply for association?**

**1. Fill out the**[**application form**](https://outreach.un.org/sites/outreach.un.org/files/ngorelations_legacy/2016/10/Application-Form-Nov-2016.pdf)**(Typed forms only. No handwritten forms will be processed)**

Please read the [instructions to properly complete the application form](https://outreach.un.org/sites/outreach.un.org/files/ngorelations_legacy/2016/10/Instructions.pdf) and provide all the necessary information. This will prevent having to re-submit the form due to incomplete or incorrect information.

**2. Prepare the required documents:**

* A copy of your organization’s Constitution/By-laws
* Proof of non-profit & tax exemption status (only official government-issued documents will be accepted)
* A copy of your most recent financial statement (preferably in U.S. dollars). Please note the requirement will depend on the annual income of your organisation.
	+ If your organization’s annual income is less than $50,000 the requirement is an income and expenditure statement and a balance sheet.
	+ If your organization’s annual income is more than $50,000 but less than $500,000 the requirement is Compiled or Reviewed or Audited Financial Statement.
	+ If your organization’s annual income is more than $500,000 but less than $1,000,000 the requirement is Reviewed or Audited Financial Statement.
	+ If your organization’s annual income is more than $1,000,000 the requirement is Audited Financial Statement.
* 6 different samples of recent information materials or advocacy events that your organization has taken the lead on, relating to the work of the United Nations (for example: roundtables, seminars, workshops, conferences, newsletters, reports, audio or video productions, blogs, promotional publications/advertisement of events, etc).

*Each sample should clearly show how the information material  or activity raised awareness about a UN-related topic, should indicate the target audience(s) and size of audience, and should be produced/organized by your NGO. Samples that are not in English must be accompanied by an English description.*

* 2 recommendation letters from an individual/organization familiar with the work of your organization.
* 1 recommendation letter from a UNIC/UNIS/UNRIC or a UN entity with which your NGO has partnered. Letters from local, central or federal/national governments (Member States) are not accepted. (If a UN letter cannot be obtained, please contact the NGO Relations Unit at undpingo@un.org and we will assist with this matter.)

*Recommendation letters should briefly describe your organization’s work/partnership and explain why your NGO is being recommended for association with DPI.*

**3. Send the completed application form and all required documents to the UNIC/UNIS/UNRIC servicing the country where your NGO is based, or directly to NGO Relations via e-mail at****undpingo@un.org****.**

For the complete listing of UNIC, UNIS and UNRIC offices please visit the [directory](http://unic.un.org/).

All submitted materials must be in English or French, the two working languages of the United Nations Secretariat. Material in other languages must be accompanied by a translation into to English or French.

Remember to keep a copy of all submitted documents and material.

If the material is too large to be submitted via e-mail, we suggest you use digital platforms such as Google Drive, WeTransfer, Dropbox, One Drive, etc. to upload your documents and share the link with us to access them.

**I’ve applied. What’s next?**

**Step 1**:
Once your application material has been received, the DPI NGO Relations Unit will evaluate your materials and inform you if your application is complete.

**Step 2**:
If your NGO has submitted a complete application, the NGO Relations Unit will prepare your application for presentation to the DPI NGO Association Committee which will review your application. This Committee usually meets twice a year to review applications. **The next association meeting is scheduled to take place in November 2018.**

**Step 3**:
Your NGO will receive a letter informing you of the decision by the DPI NGO Association Committee on your application; the UNIC/UNIS/UNRIC office in your country/region as well as the NGO/DPI Executive Committee are also informed, and a press release is issued naming all newly associated NGOs.

**What are the responsibilities of NGOs associated with DPI?**

* Continue to raise public awareness, in particular at the grass roots level, about key issues on the UN agenda including the [priorities of the UN Secretary-General](http://www.un.org/sg/priorities/index.shtml) and in line with the UN Charter.
* Collaborate with or support UN Information Centres or Services or other UN entities on advocacy campaigns or other promotional public information activities.
* Submit yearly an online [Annual Review form](http://esango.un.org/irene/?page=login) through the Civil Society Organizations’ Network (CSO Net). This is the process by which DPI-associated NGOs report back to the DPI NGO Relations Unit on their work and public information activities in support of the United Nations, and are evaluated.
* Understand and ensure appropriate use of the UN name, flag and emblem

**Can my NGO be disassociated?**

Yes, the DPI NGO Association Committee may disassociate your NGO if your organization consistently fails to fulfill its responsibilities over a three-year period or you engage in any activity that DPI deems merits separation from our Department or is not in line with the principles and values of the UN Charter.

**Grounds for disassociation**

* Failure to meet the criteria for association
* Failure to submit a complete Annual Review for three consecutive years
* Acts of fraud and misrepresentation
* Lack of collaboration with or support to a UN entity (including UNIC/UNIS/UNRIC) or UN campaign
* Unauthorized use of the UN emblem, flag or name
* Changing legal status

**Can my NGO re-apply for association status if it has been disassociated?**

Yes. Your organization can re-apply for association with DPI one year following its disassociation. You must follow the original application procedure for membership as disassociation renders invalid the required documentation for membership, which you originally submitted at the time of your acceptance for association.